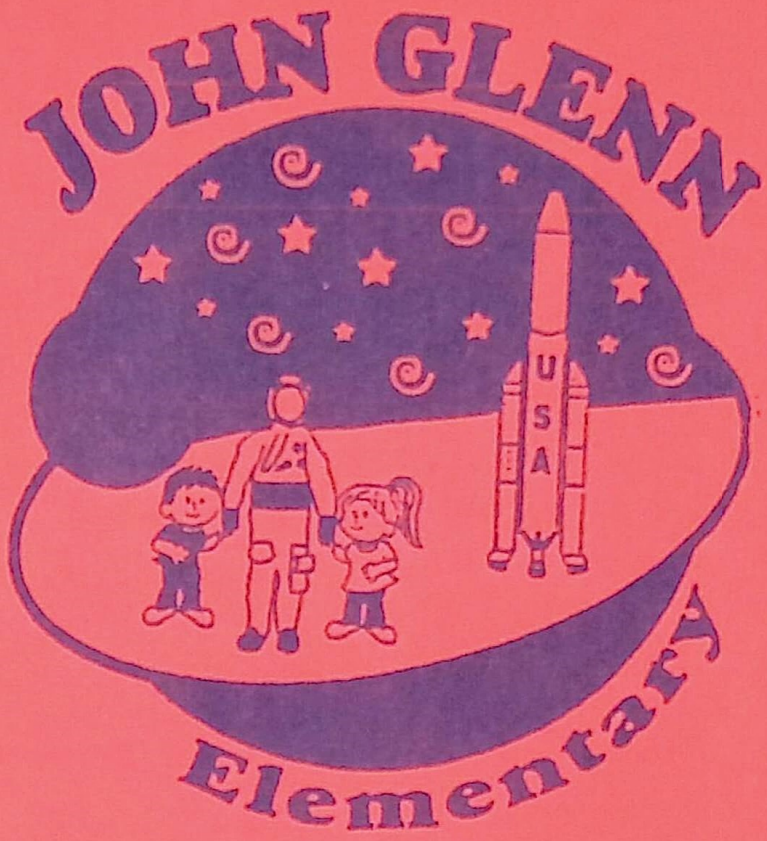
Parent-Student Handbook



www.north-scott.k12.ia.us

2002 - 2003

JOHN GLENN ELEMENTARY
PARENTS/STUDENT HANDBOOK

Pages 1 - 13

AND

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

ELEMENTARY PARENT/STUDENT HANDBOOK

Pages 14 - 32

Winner of the FINE School Award
1989-90

Donahue, Iowa
Phone 282-9627

Our two -section school serves students K - 6 from Dixon, Donahue, Maysville, and the country area surrounding these communities, including all of the area North of St. Ann's Road.

Our school's namesake, John Glenn, was the first American astronaut to make an orbital flight. On February 20,1962, Glenn circled the earth three times in just under five hours. His historic flight formally launched America into the space age and was followed by many other flights that eventually led to man landing on the moon.

In 1964, he left the space program and in 1970 he ran for the U. S. Senate in Ohio, but was defeated. He ran again in 1974 winning the election. In 1976, he was one of the candidates being considered for the vice-presidential running mate for Jimmy Carter. He campaigned for the office of President in 1984-85. In 1998 he retired from his senate seat to prepare for his second journey into space at the age of 77. He again made history as the oldest person in space October 29, 1999, once again becoming "Our great American Hero".

From time to time, our student body makes personal contact with Senator Glenn by phone and mail.

JOHN GLENN ELEMENTARY

North Scott Community Schools

Mrs. C.J. Albertson, Principal

Dear Parent:

This handbook is prepared for you to answer any questions you may have regarding the policies and procedures of our school. We encourage you to contact us concerning any additional comments or questions that may arise.

Parents and schools are partners in one of the most important of human enterprises; that being the education and socialization of youth. Your child's progress depends greatly upon the cooperation and communication between school and home.

Please feel free to visit school or to question those things you don't understand. We are proud of our staff and our students. We welcome you to our school and a new school year. We are looking forward to a very enjoyable and productive year for your child.

Sincerely,

C.J. Albertson

C.J. Albertson
Principal

2002-2003 SCHOOL CALENDAR

August 22	First Day of School
August 29	Open House
September 2	No School - Labor Day
September 18	2 hour late start K-12
September 20	Ecology Day
September 27	In-Service No School
September 30	Conferences
October 2	2 hour late start K-12
October 3	Conferences
October 8	Picture Day
October 14	Pizza Hut Night
October 25	End of 1st Quarter
October 28	No School K-12, Inservice
October 31	Halloween Parade
November 8	No School K-12 Conf. Comp
November 27	1 hr. Early Dismissal K-12
November 27	Grandparent's Day
November 28-29	Thanksgiving Vacation
December 4	2 hour late start K-12
December 23 - January 3	Winter Vacation
January 6	School resumes
January 15	End of 2nd Quarter
January 20	No School K-12- Inservice
January 27	Conferences
January 30	Conferences
February 5	2 hour late start K-12
February 8	P.T.O. Fun Night
February 14	Valentine Skate Party
February 17	No School K-12 Winter Break
March 5	2 hour late start K-12
March 20	Music Program
March 21	End of 3rd Quarter
March 24-March 28	Spring Vacation
March 31	No School K-12 Inservice
April 18	Spring Vacation
April 21	No School K-12 Conf. Comp
May 7	2 hour late start K-12
May 26	No School, Memorial Day
June 4	Last Day of 4th Quarter 1 hour early dismissal K-12
June 5	Inservice Day
June 5,6,9	Make-Up Days
June 16-27	Summer School

This is a basic list of items needed by all elementary students at John Glenn School. Other items may be requested by individual teachers. This list may vary from year-to-year and a new list will be handed out at registration.

Kindergarten/Please label all items with child's name.

- Tennis shoes (no black soles)
- Scissors(Fiskars for kids, preferably metal)
- 2 large boxes tissues
- School box
- Paint shirt
- Tote bag or backpack (to be brought daily)
- Elmer's glue (small)
- Dry erase marker - bullet tip
- 1 box large Crayolas
  (no larger than 16, NO glitter or fluorescent)
- 10 sharpened #2 pencils (Extras will be stored in the classroom)
- Pocket folder to be carried back and forth daily

Grades 1 /Please label all items with child's name.

- Back pack or tote bag
- 2 large boxes tissues
- Paint shirt/tennis shoes (no black soles)
- Box of Crayolas - limit of 32
- Dry erase markers/dry erase eraser (optional)
- 10 sharpened pencils
- 2 Large erasers
- Scissors (Fiskars recommended) (Lefty if needed)
- Ruler with metric on one side
- School box to keep supplies in
- White Elmer's Glue (1 1/4 oz. size)
- Two 2-pocket folder
- 2 spiral bound wide-lined note book

Grade 2

- Back pack
- 2 large boxes tissues
- Paint shirt/tennis shoes (no black soles)
- Box of Crayolas - limit of 32
- 10 sharpened pencils (#2 lead preferred)
- 2 large erasers
- Scissors (Fiskars recommended, lefty if needed)
- Ruler with metric on one side
- School box to keep supplies in
- White Elmer's Glue (1 1/4 oz. size)
- Two - 2-pocket folders
- 2 - spiral bound wide-lined note books

Grade 3

- Back pack
- 2 large boxes tissues
- Tennis shoes (no black soles)
- Pencils #2 lead (sharpened)
- Eraser - scissors - colored pencils
- Glue or glue sticks
- Wide-ruled notebook paper
- Spiral bound notebook (70 page, wide lined)

Grade 3 (continued)

Ruler with metric on one side
Zippered pouch for pencils
Two- 2-pocket folders
Small box thin markers (for art)
Crayons (16 or larger)
Dry erase marker (blue or black)
Music: One - 2 pocket paper folder with center brads and loose leaf paper to be left in music room.

Grade 4

2 large boxes tissues
Tennis shoes (no black soles)
Pencils # 2 sharpened
Eraser - scissors - colored pencils - glue or glue stick
Wide lined loose-leaf notebook paper(NOT Spiral)
12 inch ruler with metric on one side
Zippered pouch for pencils
Red ball-point pen (for checking)
6 individual pocket folders
small box thin markers (for art)
1 - 3 ring notebook/binder (1 1/2") with 8-10 dividing indexes
NO TRAPPER KEEPERS
Music: One - 2-pocket folder with center brads and loose leaf paper to be left in music room.

Grade 5

2 large boxes of tissues
Tennis shoes (no black soles)
Pencils #2 lead, sharpened
Eraser - scissors - colored pencils - glue or glue stick
Wide-lined loose leaf notebook paper (Not spiral)
12 inch ruler with metric on one side
Zippered pouch for pencils
4 individual pocket folders
Red ball-point pen (for checking)
3-ring notebook/binder (2" with 8-10 dividing indexes)
NO TRAPPER KEEPERS
Small box thin markers (for art)
Music: One 2-pocket folder with center brads and loose leaf paper to be left in music room.

Grade 6

2 large boxes of tissues
Tennis shoes (no black soles)
Pencils #2 lead, sharpened
Eraser - scissors -colored pencils -glue or glue stick
Wide-lined loose-leaf notebook paper (Not spiral)
12 inch ruler with metric on one side
Zippered pouch for pencils
4 individual pocket folders
Red ball-point pen (for checking)
Small box thin markers (for art)
3 ring notebook/binder (2" with 8-10 dividing indexes)
NO TRAPPER KEEPER
Music: One 2-pocket folder with center brads and loose leaf paper to be left in the music room.

SCHOOL TIMES

Office Open	7:30 A. M. - 4:00 P. M.
Teaching Staff	
Mon.-Thurs.	7:45 A. M. -3:45 P. M.
Friday	7:45 A. M. -3:05 P. M.
First Class	8:15 A. M.
K,1 & 2 Lunch	11:15 - 11:45
3 & 4 Lunch	11:45 - 12:15
5 & 6 Lunch	12:15 - 12:45
End School Day	3:05 P. M.
Buses Depart	3:10 P. M.

REGISTRATION FEES

Grades K-6 $60.00
The fee is pro-rated for those entering during the year.

ACADEMIC PROGRAM

Our academic program is highly structured and is designed to place stress on the development of the basic skill areas. Our program is planned and developed to meet the needs of the student in compliance with all state standards.

BOOKS

Library books and textbooks are furnished by the school system. Fines are charged for lost or damaged books.

REPORTING STUDENT PROGRESS

Student progress is reported to parents in a number of formal and informal ways at John Glenn. Teachers send notes, make telephone calls and communicate via email when appropriate. Report cards are sent at the end of each quarter with progress updates sent at a mid term date preceding them. Additionally parent-teacher conferences are held twice a year: once in the early fall as a "goal setting" meeting and once again in late January. Parents or teachers may request additional conferences whenever they feel there is a need.

STUDENT INSURANCE

Student insurance is available in the fall for those who wish to purchase it. The cost of the insurance plan shall be borne by the student. Participation in the insurance plan is not a contract with the school district, but rather a contract between the insurance company and the student.

LUNCH PROGRAM

Hot lunches are available daily at the following prices:

Single lunch	$1.55	Single reduced lunch	$.40
Single Breakfast	$.95	Reduced breakfast	$.30
Adult lunch	$2.45	Adult Breakfast	$1.35
Single milk	$ .30		

LATE ARRIVALS

If a student will be arriving late for school and intends to eat hot lunch, the order must be phoned into our office no later than 9:00 A. M. or we will be unable to provide them with a hot lunch.

VISITATIONS

You are always welcome to visit school. However, we do ask that all visitors report to the office, sign in and receive a visitors badge before moving to other parts of the building. Additionally, an advance call to the classroom teacher, may make your visit more productive.

COLLECTION OF MONEY

Money which must be collected at various times during the school year is banked daily. When money is sent with a younger primary student, please seal the money in an envelope and indicate on the outside of the envelope the amount of money, its purpose and the child's name.

SPECIALISTS

A speech therapist; educational psychologist, and special education consultant are scheduled into the building each week. A hearing clinician and an early childhood consultant are available upon request.

STUDENT PICTURES

Very early in the year, all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance. At this time pictures will be taken of each student for the memory book and class composite. We have added a 2nd photo opportunity in the Spring. These pictures are less formal with a specially selected stylized background. In this case, all students are photographed and pictures sent home for selection. Parents return either money for any purchased picture or the remaining pictures. These pictures are for family convenience only and can not become a part of the memory book.

YEARBOOK

An annual memory book is published at a low cost. Each student is encouraged to purchase and have their own.

BUSES

Since 90% of our student body ride the bus daily, we request that both students and parents study the following set of rules.

TRANSPORTATION RULES FOR STUDENTS

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms, or head through the bus window.
5. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
6. Pupils shall not open or close the bus windows without the permission of the driver.
7. Pupils shall keep the bus clean, and refrain from damaging it.
8. Pupils shall be courteous to the driver, to fellow pupils and to passers-by.
9. Pupils shall enter and leave bus at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
10. Pupils shall refrain from crowding or pushing.
11. Pupils shall refrain from talking to the driver while the bus is in motion.
12. Each pupil shall go directly to his or her seat upon entering the bus.
13. Roughhousing on the bus is prohibited.
14. Pupils shall keep their feet off the seats.
15. Pupils shall keep sharp objects off the upholstery.
16. Pupils shall not throw objects about in the bus nor out through the windows.
17. Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times.
18. Shooting paper wads or other material in the bus is not permissible.
19. Pupils shall avoid playing or loitering on the highway when waiting for the bus.
20. Pupils shall cross the road in accordance with instructions from the driver.

Following these rules is important to the safety and well being of students while on the bus. We will assign buses at the beginning of each school year or when new students enroll. Bus times and assignments may change during the school year.

All students will be expected to ride their regular assigned bus. If a parent has other plans for their youngster that would involve not riding their assigned bus, we should be notified of those intentions by a hand-written note sent to the office.

HEALTH AND SAFETY PRACTICES

The school nurse is available daily 10:00 a. m. to 1:30 p. m. In addition to providing temporary care for the students who become ill or are injured at school, she conducts or coordinates vision, hearing, scoliosis screening, tooth and gum care, and keeps records on immunization requirements. The state of Iowa requires information regarding immunizations and health of the students. Help us keep your child's records updated. The school has the discretion to refuse to issue certain over -the- counter medications to students.

Medications will be stored and administered in the nurse's office. All medications must be in an appropriate container labeled with the student's name and the time(s) which the medication is to be administered. The parent should send only enough medication to give the necessary dosage at school.

Health and safety practices must be a join effort of home and school. Children with definite signs of illness such as colds, skin diseases, or childhood communicable diseases should not be sent to school. This policy is both for the health of the affected child as well as the health of his classmates who could become infected.

Any student who suffers an injury or accident should report it immediately to the supervising teacher and the school nurse. If a child is injured or becomes ill at school, he is cared for temporarily in the nurse's office until a parent or a person designated by the parent is able to take the child home.

Head lice: While head lice are certainly a nuisance and undesirable, the health department has determined that they are not a "health risk." Therefore, students who have head lice will be treated at the school with an electronic combing device and sent home for further treatment with special shampoo designed to kill the remaining live lice (this is the responsibility of the home) . It is of the utmost importance that the family follow all directions for cleaning infested clothing, linens, and furniture as well as combing out the remaining "nits" (eggs). As long as the nits are present, it is impossible to tell if the student has been reinfested and further measures will be called for.

GROOMING AND DRESS HABITS

Good grooming and dress is important for the maintenance of a learning atmosphere. Student dress should not encourage a carnival or picnic atmosphere, but it should reflect the business of learning. Students wearing short shorts, halter tops, net see-through shirts, clothing that advertises alcohol, drugs, smoking; as well as those that are imprinted with profanity, obscene and/or offensive words or pictures, do not contribute to the maintenance of a good learning atmosphere and therefore are not permitted.

Students should also dress appropriately for the weather conditions that exist. During wet, sloppy weather, boots are needed. During cold weather, hats and gloves are needed.

ATTENDANCE

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. If it is necessary for a student to be absent, they will be required to bring a written excuse to the office upon their return. If a student is absent longer than two days, the school nurse will contact the home.

STUDENTS LEAVING DURING THE DAY

If a student is to be taken from school early, this must be done through the school office. Classroom teachers are no longer permitted to release a student from class to leave the building with anyone. If a student is to be picked up, please call for the student at the office. The office personnel will see that the student joins you there.

Students will only be permitted to leave school grounds during school hours with prior authorization from their parents or the school principal.

These precautions become necessary to protect the students. It also helps us deal more effectively with the increased number of legal custody conflicts.

SCHOOL CLOSINGS DURING BAD WEATHER

Closings are broadcast on radio stations WOC, WHBF, KIIK, and WLLR. If school has to be called off and buses sent home early, radio announcements will go out as soon as the decision is made. Sometimes, if road conditions are bad, A. M. Kindergarten will be held over the lunch hour and sent home with the regular bus run.

It is the responsibility of parents to have made arrangements for students who may have to be home early. Please make plans ahead and discuss them with your child so they know these plans.

ROADS CLOSED

Occasionally roads may become closed because of high water, but school will still be in session. Busses are not allowed to drive on roads covered with water; therefore, parents will be responsible to have their children at another designated bus stop, if possible.

FIELD TRIPS

Field trips are planned as an additional educational experience for your children. On registration day, you will receive a permission form to sign which will give your child permission to attend any field trip. Written permission is necessary for your child to go on the field trip, and if it is not received, your child will remain at the school building. You will always receive advance notice of upcoming field trips. Occasionally teachers will contact parents to request assistance in supervising a field trip.

SCHOOL PARTIES

On certain occasions, students will be taking part in school and class parties and activities. Examples are Christmas, Halloween, and Valentine's Day. Such events are not required. Parents may elect (for personal or religious reasons) to keep students home when these events are in progress. Other activities may include Grandparents' Day, skating party, and our annual music program.

DISCIPLINE

Students are expected to be responsible and accountable for their actions. It is doubtful they will be involved in disciplinary action if they respect the rights and property of others.

Routine disciplinary action will be handled by the teachers. Due to the frequency or severity of student misconduct, a child may be referred. In such case, a discipline card will be filled out and put on file. Consequences of misconduct may include: 1) counseling, 2) verbal reprimand, 3) loss of privileges, 4) doing classwork in the classroom in an isolated area, 5) noon recess "detention", 6) after school "detention"(arranged with parental input), 7) parent conference, 8) in-school suspension and/or out of school suspension. At the beginning of each school year, teachers will discuss school policies with the children.

PHYSICAL AGGRESSION/VIOLENT BEHAVIOR

All threats of violence, whether oral, written, or symbolic, against a student or students, staff, visitors, or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing, or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian (s) in the investigation; the existence of the student's criminal or juvenile history; the degree of legitimate alarm or concern in the school community created by the threat; any other relevant information from any credible source.

COLOR GUARD/SAFETY PATROL

This student organization is used to teach responsibility and safety to children. Patrol members are assigned duties on the playground, in and around the building, at the buses, and at the cross walk. They also provide a school honor guard for Friday morning opening exercises and special occasions.

SAFETY DRILLS

Fire, tornado and emergency drills will be held at regular intervals throughout the school year. Teachers will discuss the procedures and rules with students. All safety drills are to be taken seriously.

CHANGE OF ADDRESS

It is very important that you keep us updated on address and phone number changes, especially for anyone who is to be notified in case of an emergency.

STUDENT STORE

Students operate a school supply store that sells all basic school supplies. Through this project, students learn some small business practice.

RECESS AND PHYSICAL EDUCATION

All students are expected to participate in outdoor recess activities unless a written excuse from parents is received.

Teachers may keep a child in from recess as a form of discipline or in order to complete work.

Physical education is a required class for all students. Their regular participation is expected unless they have a written excuse. If an excessive amount of excuses are received, a note from your family physician may be requested.

VALUABLES AND PERSONAL PROPERTY

Large sums of money, radios, toys, recorders, cd's and cd players, or other valuables are not appropriate items for students to bring to school. Inevitably, the item gets broken, lost, or "stolen" and difficulties arise that need not be a part of a positive academic environment. The school cannot assume responsibility for loss, theft, or breakage of these items and therefore will confiscate said items when we know of them. Students will be allowed to take the item home after the first infraction, parents will be asked to pick up consequent items.

LOST AND FOUND

All lost and found articles are placed in the lost and found trays located inside the front entrance. Parents and students are encouraged to check these trays regularly. Many items go unclaimed every year and end up in the Scott County Good Will twice yearly; during Christmas break and at the end of the year.

CHILD CUSTODY

In many cases when parents are divorced, both the mother and father continue to have equal rights where their children are concerned. If one parent has a court order that limits the rights of the other parent, please bring a copy to the school office. Unless the court order is on file with us, we must provide equal rights to both parents.

MOVING FROM THE DISTRICT

Please notify the school office in advance of a planned move from the North Scott School District. We will send your child's records upon the request from the new school district.

STUDYING

One of the most important gifts parents can give to their children is that of helping to learn to study effectively. Good study habits can bring success and satisfaction during the school years and they may bring the same rewards in the working world. Make your home a good place for studying. There are several steps you can take:

1. Find the best time for studying.
   Decide together on the best time for study and then set that time aside at least five days out of the week.
2. Eliminate common distractions.
   People moving around or talking, younger children playing, cluttered work area, television, and radio or stereo are common distractions.
3. Avoid interruptions.
4. Provide physical conditions that help concentration:
   a. good light
   b. the right temperature
   c. a table or desk
   d. good posture
5. Keep supplies handy.
6. Know some study methods.
   It's common to hear students say, "I've read my assignment, but don't remember what I've read." Many study formulas have been written to make it easier for students to remember information. Two examples are:
   a. SQ3R = Survey, Question, Read, Recite, Review
   b. PQRST = Preview, Question, Read, State, Test
7. Flash cards are helpful any time a large number of facts need to be learned. Practice often for short periods of time and it will aid retention.

PARENT-TEACHER ORGANIZATION/VOLUNTEERS

Our Room Parent Organization is our most valuable service group. They assist in many ways and are responsible for funding most of our special projects and activities. They sponsor school carnivals and suppers which are very well supported by the community. In addition, parents are a valuable asset to our IMC Writing Center. All parents are urged to become part of this group.

ECOLOGY WEEK

Each year our school has a week of specially-planned activities that stress the restoration and preservation of our environment. The week's activities culminate with all students and staff spending a full day at an area park or facility for out-door classes. The parent organization prepares the lunch and also underwrites the cost for the activities.

STUDENT COUNCIL

A sixteen-member student council is elected each year by students in levels 3-6. Students file nomination papers and campaign for the office to which they are elected. The student council is active in promoting school spirit and special school events for students.

EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination.

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, sex, marital status, national origin, religion, age or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

If you feel you have been the subject to harassment or discriminatory behavior, you should contact:

Dr. Timothy Dose, Superintendent
North Scott Community School District
251 E. Iowa Street
Eldridge, Iowa 52748
563-285-4819

ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible.

LOCKERS/STORAGE SPACE

Each student will be assigned a storage space. These storage spaces are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own storage space and keep it neat. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student storage spaces periodically.

DANGEROUS WEAPONS

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action as per policy.

Federal and Iowa law require mandatory expulsion for a minimum of one year for bringing a dangerous weapon to school or for possession of a dangerous weapon at school. The superintendent shall have the authority to recommend that this expulsion requirement be modified on a case by case basis. A dangerous weapon is defined as a firearm, which includes guns and bombs.

ATTENDANCE/ABSENCES

It is the educational philosophy of the North Scott Community School District that regular attendance by all students enrolled at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, The Board of Directors, the Administrators and the Staff of the North Scott Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

The only exception to the rule of one-hundred and eighty (180) days per year attendance would be in the case of a bona fide emergency. The only absences which constitute such an emergency would be illness of the student or a death or serious illness in the immediate family. In such cases of bona fide emergency, the absence must still be recognized and excused by the principal of the student's attendance center. Within the discretion of the principal of the student's attendance center, before an absence for personal illness is granted, the principal may require a physician's statement verifying the illness and the necessity for the absence from school. For the purposes of this regulation, immediate family shall include mother, father, sibling, step-mother, step-father, step-sibling, aunts, uncles or any other individual residing in the immediate household.

Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school sponsored or approved activities. These absences must be recognized and excused by the principal of the student's attendance center.

In case of an excused absence as described above, students whose absence is approved shall have an opportunity to make-up, if possible, the work missed and receive full credit for the missed school work. It is the opinion of the Board of Directors, The Administrators and the Staff of the North Scott Community School District, however, that a student is never able to "makeup" the educational benefits gained from actual attendance in the scheduled class.

All other absences not described above, including tardiness, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, the Administrators, and the Staff of the North Scott Community School District expect students to be present during school hours. Unexcused absences will not be tolerated. Any student who wishes to be absent without approval will be considered truant.

It is the responsibility of the parent to contact the school before 9:00 a.m. and inform the school that the student shall be absent and the reason for the absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the North Scott Community School District to ensure attendance of the student

INTERROGATION OF STUDENTS BY OUTSIDE AGENCY

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses: and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, conferencing, removal from the classroom, detention, suspension, probation, and expulsion as per board policy.

FINES - FEE - CHARGES

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

PERFORMANCES

Students participating in contests or other public or private events on behalf of the school must obtain permission from the administration. Students who perform at such events shall be held at the same high standards of conduct that is expected of all students representing the school in an extracurricular activity.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents or school principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration.

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege--not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

OPEN NIGHT

Wednesday night is designated as open night. No student school activities, practices, or games will be scheduled after 6:00 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meeting on this night.

TELEPHONE CALLS

Students may use the school office phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving calls will have a message forwarded to the students. Only in an emergency will the student be called to the phone.

MULTICULTURAL AND NONSEXIST EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances concerning equal educational opportunity should be handled as per board policy.

OBJECTION TO INSTRUCTIONAL MATERIALS

As per board policy.

SCHOOL CLOSING

School closings during bad weather are broadcast on most local radio stations. Make-up days for days lost due to weather are announced in the spring. It is the responsibility of the parents to have made arrangements for students on early dismissal days. Make arrangements ahead and discuss them with your child and his/her teacher so they know what to do.

CIVIL RIGHTS COMPLIANCE

It is the policy of the North Scott Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability.

Is also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and to eliminate bias on the basis of sex, race ethnicity, religion, and disability. The curriculum should foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance may be directed to the superintendent of the North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa 52748–(563)-285-4819, or to the Director of the Iowa Civil Rights Commission, Department of Education, Kansas City, Missouri.

USE OF SCHOOL FACILITIES

It is the wish of the North Scott Board of Education that our facilities be used to the fullest extent possible. Non-profit organizations may use the building by completing the Facility Use form at the school office.

TOBACCO/ALCOHOL/DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbituates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

STUDENT TESTING

The Iowa Test of Basic Skills are given to the students each year. The dates of this testing will be announced. The main emphasis of the testing is to improve our overall educational program and provide information regarding student progress. Other tests will be given by classroom teachers in various subject areas throughout the year for student placement and/or evaluation.

Another standardized test given is the Cognitive Abilities Test which is administered to the third and sixth grades. The Metropolitan Readiness Test is given to all kindergarten students.

FUND - RAISING

Students may conduct fund raisers with the permission of the building principal.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences: one at the end of the first quarter, and one at the end of the third quarter. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home form time to time.

PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records:

identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational f inancial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health and safety emergency.

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objections in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET: STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESSES, ARTWORK, OR WRITING.

Students records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or in invasion of privacy, and to have the records explained.

Parents have the right to file a complaint alleging that the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending.

Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rebeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt form this requirement.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.

3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 2001, there are now restrictions as far as which individuals may be required by the school district to administer any medication. See Iowa Code 1111111.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.
The school district has the discretion to refuse to issue certain over-the-counter medications to students.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed in school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and with 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

INTERNET ACCESS PERMISSION NOTICE

Your child has access to electronic communication known as the Internet. The Internet is a collection of interconnected computer networks. The vast domain of information contained with in Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the guidelines in the "Network Appropriate Use Guidelines: and the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

- Students will respect all copyright and license agreements.

- Students will cite all quotes, references, and sources.

- Students will only remain on the system long enough to get needed information.

- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- Student access for electronic mail will be through the supervising teacher's account. In some case students may have their own account. Student should adhere to the following guidelines:

a. Others may be able to read or access the mail, so private messages should not be sent..
b. Delete unwanted messages immediately.
c. Use of objectionable language is prohibited.
d. Always sign messages.
e. Always acknowledge receipt of a document or file.

In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for pay of those costs.

The Internet can provide a vast collection of educational resources for students. It is a global network, making it impossible to control all of the information available. Because information appears, disappears, and changes constantly, it is not possible to predict of control what students may locate.

Although students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Consequently, some students might encounter information that may not be of educational value to them.

STUDENT - TO - STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;

- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. At the expense of the school district, the Level I investigators and alternates will be provided training in the conducting of an investigation and will be referred to and provided with copies of the DEPARTMENT OF EDUCATION, Office of Civil Right; Sexual Harassment Guidance, Harassment of Students by School Employees, Other Students or Third Parties, Notice 62 Fed. Reg 12034. The names of the investigators shall be listed in the employee handbook, student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

As per the state statutes in regard to allegations of Student Abuse by School Employees the individuals listed below have been appointed as the 2001-02 Level I and Level II investigators

Level I

Cindy VanDeWalle
North Scott Jr. High
502 S. 5th St.
Eldridge, IA 52748
(563) 285-3428

Curtis Rheingans
Neil Armstrong Elem.
212 S. Parkview Dr.
Eldridge, IA 52748
(563) 285-3122

Level II

James Sweeney & Assoc.
320 LeClaire St.
Davenport, IA 52801
(563)-323-5922

FINE
AWARD WINNER